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29 March 1973

MEMORANDUM FOR: Deputy Director for Management and
Services

SUBJECT : Office of Training Weekly Report

1. Courses

a. Senior Seminar

The highlights of the final week of the course which ended Friday, 23 March, were presentations by Messrs. Colby, Proctor, and Clarke on various aspects of Agency and Intelligence Community management. Course critiques are now being collated and analyzed. It is clear that the class members believe their participation in the Seminar was most worthwhile both as a benefit to the Agency and personally.

b. Advanced Intelligence Seminar

An added plus for the class was their visit to the Hill on Wednesday, 21 March, to hear Senator Mathias of Maryland. (The visit was arranged by Assistant Legislative Counsel) Despite other Congressional pressures, Senator Mathias took time to meet with the class and briefly discuss Executive-Congressional problems. The class was also

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brought up to date by [] on the Agency's relationship with the Congress.

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c. Records Management Training: Feedback

In last week's report we made reference to the 44 students who had reported on the results of their application of the training received in the Records Disposal Seminar. The results were: 900 cubic feet of records removed. (This is equivalent to the emptying of 112 safes valued at more than \$45,000.)

2. General

a. A preliminary meeting was held with [] [] Technical Advisor, Imagery Analysis Service, concerning the possibility of special information science workshops for IAS personnel. In early April IAS will brief the members of the Information Science Training Staff to give them a better appreciation of the work requirements in IAS, so they can estimate the IAS training needs. IAS understands that specialized workshops are beyond our immediate capabilities but would like to schedule approximately three sessions in FY 75. We have another firm requirement from the Office of Finance for similar efforts in FY 74.

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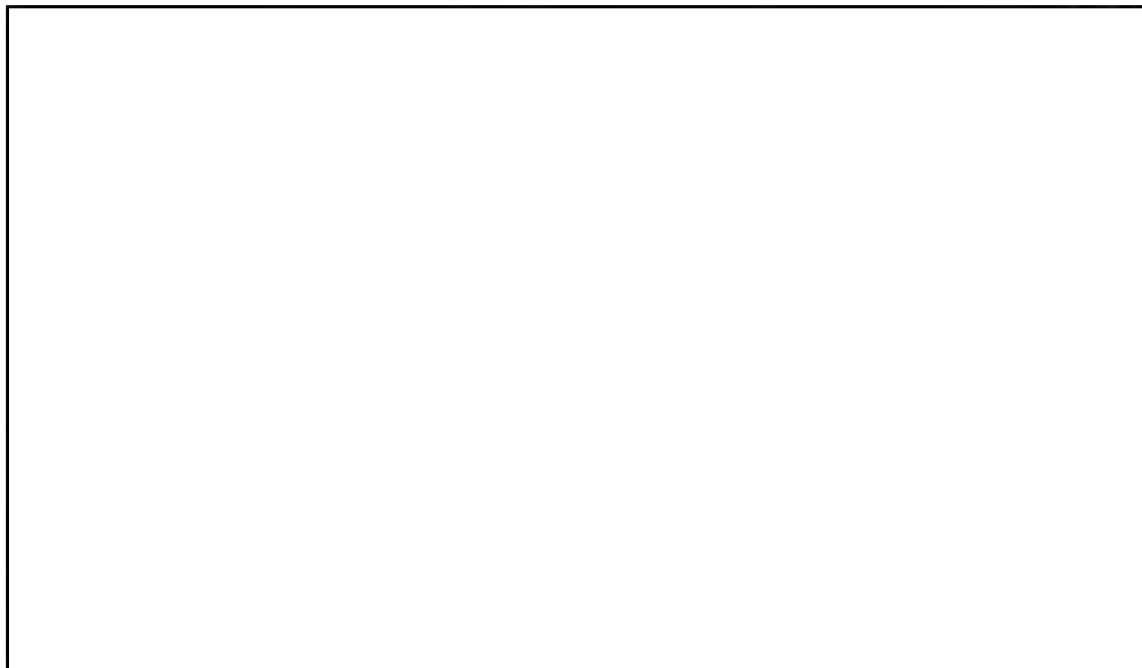
b. The next presentation of Project HELPFUL is scheduled to be held at the Defense Intelligence School from 0830 to 1545 hours, 10 May. Thirty-three spaces have been allocated to the Agency, though we have been told a limited number of additional spaces can be made available to us.

We will solicit names of participants and alternates from the Training Officers and will send the list to the Commandant, Defense Intelligence School through our representative at the School,

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3. Notes

Chief, Information Science Training is scheduled to brief the Training Board of Visitors on the Information Science Training Program on Friday, 6 April....Five Agency employees will attend the Third Biological Defense and Chemical Warfare Intelligence Analyst Orientation beginning 26 March at the U.S. Army Chemical Center and School, Fort McClellan, Alabama. This will probably be the last class for at least a year since the Chemical School is moving to the Aberdeen, Maryland area....At the request of [redacted] CIA/EEO, we are exploring the

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possibility of the Civil Service Commission conducting an in-house course for Agency personnel with EEO responsibilities (rather than sending them piecemeal to CSC courses)....For the 2 April class of the Nuclear Weapons Orientation Advanced Course at Kirtland Air Force Base in Albuquerque, nine Agency employees are enrolled (one each from NPIC, IAS, OER, OSR, IRS, DCS, FMSAC, OSI, and ORD).... [redacted] Assistant Deputy for Materiel, OSA, has been enrolled in "Critical Elements in Management of Large Government/Industrial Projects" being given by the Space Institute of the University of Tennessee, 9-13 April.... [redacted] Deputy Director of Personnel for Plans and Control, and [redacted], Chief Management Training, OTR, will attend the Advanced Course in Personnel and Human Resources Management given by the American Management Association in New York, 30 April - 4 May. This course is AMA's most current training package for personnel executives. The subjects of change, human relations, and management by objectives are explored through team activities, discussions, role-playing, and case studies.

4. Guest Speakers

Attached is a list of high-level guest speakers for the week beginning 1 April. [redacted]

HUGH T. CUNNINGHAM
Director of Training

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